

## EXHIBIT 6-B

### PRECONSTRUCTION CONFERENCE PLANNING GUIDE

#### PRE-CONFERENCE PLANNING

1. **Identify and notify conference participants of the time and place of the preconstruction conference**
2. **Prepare the materials that will be needed for the conference** (e.g. agenda, notes, forms and posters, roster of expected participants, and current wage determination)
3. **Organize the materials into individual packets for each conference participant**

#### PRECONSTRUCTION CONFERENCE MODEL AGENDA

1. **Identify the official representatives of participating organizations**, including names, titles, business addresses, and telephone numbers for an official roster (include with minutes)
2. **Describe the responsibilities of the engineer or architect**, if applicable (responsibilities may include construction supervision, initial review of contractor payrolls, and certification of partial payment requests, etc.)
3. **Describe the responsibilities of the TSEP recipient (local government)** (responsibilities may include on-site employee interviews, posting of appropriate posters, and resolution of labor complaints, etc.)
4. **Describe the responsibilities of the contractor** (responsibilities include conformance to prevailing wage determination; assurance that subcontractors are bona fide subcontractors in compliance with Montana contractors licensing, wage and benefits bonding, and workers' compensation and unemployment insurance requirements; other applicable labor and civil rights requirements; and timely submission of required weekly payrolls, etc.)
5. **Outline and discuss contract terms** (e.g. timing of requests for partial payments, etc.)
6. **Outline and discuss schedule for construction completion** (contractor should provide timeframes for sequences of major construction activities from beginning of construction to final project completion)

7. **Describe the responsibilities of subcontractors** (primarily the same responsibilities as contractor e.g. prevailing wage rates, civil rights requirements, and compliance with Montana contractors licensing and workers' compensation and unemployment insurance requirements, etc.)
8. **Describe project inspection procedures** (responsibilities of TSEP recipient's Grant administrator for prevailing wage interviews, and engineer/architect for construction oversight should be discussed)
9. **Describe forms the contractor must submit** (refer to checklist supplement).

## **PRECONSTRUCTION CONFERENCE CHECKLIST**

### **PRE-CONFERENCE PLANNING**

- \_\_\_\_\_ 1. **Identify, and notify conference participants of the time and place of the preconstruction conference**
- \_\_\_\_\_ 2. **Prepare the materials that will be needed for the conference**
- \_\_\_\_\_ 3. **Organize the materials into individual packets for each conference participant**

### **PRECONSTRUCTION MODEL AGENDA**

- \_\_\_\_\_ 1. **Identify the official representatives of participating organizations, including names, titles, business addresses, and telephone numbers for official roster**
- \_\_\_\_\_ 2. **Describe the responsibilities of the engineer, or architect, if applicable**
- \_\_\_\_\_ 3. **Describe the responsibilities of the TSEP recipient (local government's grant administrator)**
- \_\_\_\_\_ 4. **Describe the responsibilities of the contractor, including documentation of compliance with prevailing wage and equal employment opportunity requirements**

- \_\_\_\_\_5.      **Outline and discuss contract terms**
- \_\_\_\_\_6.      **Outline and discuss schedule for construction completion**
- \_\_\_\_\_7.      **Describe responsibilities of subcontractors**
- \_\_\_\_\_8.      **Describe project inspection procedures (responsibilities of TSEP recipient (local government's grant administrator), and engineer or architect)**
- \_\_\_\_\_9.      **Forms and information the contractor must submit**
- \_\_\_\_\_ Contractor's Receipt of Required Program Materials (Exhibit 6-B.11)
  - \_\_\_\_\_ Certified Payroll Forms (WH-347) (Exhibit 6-C), or equivalent
  - \_\_\_\_\_ Statement of Compliance with Labor Standards and Prevailing Wage Requirements (WH-348) (Exhibit 6-C)
  - \_\_\_\_\_ Copy of the approved plan or program (if fringe benefits will not be paid in cash).
  - \_\_\_\_\_ Apprenticeship or training program agreement (if any apprentices will be working on the project).
  - \_\_\_\_\_ Names of persons authorized to sign payrolls
  - \_\_\_\_\_ Names of all subcontractors